

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Water Construction Supervisor

Revision Date: 10/14  
EEO Category: Skilled Craft Worker  
Status: Non-Exempt  
Control No: 30510

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Operations Manager or Assistant Operations Manager, supervises the work of personnel and oversees projects pertaining to the maintenance, construction or operation of the water systems.

III. Essential Duties:

- Responds to citizen complaints, questions and inquiries.
- Supervises construction crews and makes sure crews are properly equipped to perform jobs safely.
- Involved in hiring, training, motivating, evaluating, disciplining and directing the work of 10-15 employees.
- Maintains all construction equipment in proper working condition.
- Plans, coordinates, and schedules work assignments and projects pertaining to the maintenance, construction or operation of water system.
- Inventories and purchases construction materials and equipment.
- Maintains a large inventory of construction materials and equipment.
- Recommends and enforces approved construction traffic control zones standards.
- Recommends and enforces approved trench safety standards.
- Provides technical assistance and consult with other city departments and the engineering division on all matters related to the water system.
- Maintains cost, compliance and other records regarding work activities.
- Responds to emergency situations regarding the water system.
- Completes work orders, reviews work orders for accuracy and various other records pertaining to work activities on a daily basis.

IV. Marginal Duties:

- Makes budget recommendations.
- Operates various types of heavy and complex equipment.
- Prepares appropriate reports, memos and other office correspondence.
- Assists with accident reviews when construction personnel are involved.
- Performs other duties as assigned.

V. Qualifications:

**Education:** High School Diploma or equivalent required.

**Experience:** Five years of technical training in water or drainage system operations, construction management or equipment operation with at least two of those years including progressively increasing supervisory responsibilities.

**Certification/Licenses:** CDL Class A license required upon hire; Utah State Water Distribution Operator, Grade 4 required; must obtain a UDOT Flagging Certificate and forklift certification within three months of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Principles of management, supervision, and planning, tools and equipment; OSHA safety standards; EPA water standards and other related state and federal regulations; system facilities including hydrants, valves, regulators, air vacs, equipment including backhoes, excavators, dump trucks, loaders, forklift, etc., and operations.

**Responsibilities for:** Emergency problems, great responsibility for the care, condition, and use of materials, equipment, money and tools; making decisions which affect the activities of others; supervision of about 10-15 employees.

**Communication Skills:** Communicate effectively verbally and in writing; professionally furnish and obtain information from other departments; frequent outside contact with the public, ability to deal well with citizens and water construction personnel, requiring tact and judgment to deal with and influence people.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, computer, calculator, copier and City vehicle; occasional use of a backhoe, loader, forklift, dump truck, heavy and light equipment.

**Analytical Ability:** Prioritize tasks, communicate effectively verbally and in writing, delegate, organize, establish effective working relationships with employees and the public, apply general principles to specific conditions; read plans and specifications.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 100 lbs.

*Work Environment:* Significant mental effort is required daily; high pressure on an average day requiring mental focus and physical exertion. Frequent overtime, weekend and holiday work required; 24 hour on-call status. Important meetings and deadlines. Significant amount of field work requiring exposure to construction site hazards, noise, traffic, all types of weather conditions, etc.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_